

## BASIC COMPUTER SKILLS CLASS

\*6 weeks

\*4 hours per week

\*Small class size

\*Learner-centered

\*Experienced instructor

### Choose Your Time

\*10am - 12noon

\*1pm - 3pm

\*6:30pm - 8:30pm

Tuesday & Thursday

### Content

Intro to Windows, Microsoft Office, Internet use, typing & Email use, etc.

**For Registration:**

**780.539.6077**

**[lifelongadmin@gppsd.ab.ca](mailto:lifelongadmin@gppsd.ab.ca)**

### Available Sessions

- **Apr 9 - May 16**
- **May 21 - Jun 27**



# Basic Computer Skills For Beginners

**Course Technology**



## Basic Computer Skills For Beginners:

Custom Basic Computer Skills Course Technology,2015-06-08      **Basic Computer Skills** Moira Stephen,2008      *Level 1 Student Edition* MaryJo Fante Milburn,McGraw Hill,2000-06-23 Basic Computer Skills is not a software program It is an easy to use textbook series designed to teach students how the use the software already on your school s computer If your school uses Microsoft Works R ClarisWorks R and Microsoft Office R then this program is perfect for your classroom Both teachers and students alike will learn Computer Basics Keyboarding Word Processing Graphics and Multimedia Spreadsheet Database and Internet and Electronic Reference at every grade level K 6 A complete textbook introduction to the power of the computer      **icando Basic Computer Skills** Nancy Hadley,2001-01-01      Computing Made Easy Jaxon Emberwood,2023-12-11 Embark on a seamless journey into the world of computing with Computing Made Easy a comprehensive guide designed for beginners eager to master fundamental computer skills Whether you re navigating the digital landscape for the first time or looking to solidify your foundational knowledge this book is your key to unlocking the potential of your computer Getting to Know Your Computer Begin your journey by demystifying the components of your computer from hardware to software and understand how they work together to create a powerful tool for productivity and entertainment Understanding Operating Systems Dive into the heart of your computer as you explore different operating systems gaining insights into their functions and learning how to choose the one that suits your needs Navigating the Desktop and Start Menu Navigate the digital terrain with confidence as you familiarize yourself with the desktop environment and master the intricacies of the Start Menu Mastering the Mouse and Keyboard Unlock the full potential of your computer by honing your skills with the mouse and keyboard the primary tools for interacting with your digital world Organizing and Managing Files and Folders Efficiently manage your digital space by organizing files and folders ensuring that you can easily locate and access your documents whenever you need them Exploring the Internet and Web Browsers Embark on a virtual journey through the vast expanse of the internet discovering the basics of web browsers and effective ways to navigate online Sending and Receiving Emails Communicate effectively in the digital age by mastering the art of sending and receiving emails exploring email etiquette and organizational strategies Word Processing Basics Transform your ideas into written form with word processing basics learning essential tools and functions to create and edit documents effortlessly Creating and Formatting Spreadsheets Unleash your analytical skills by delving into the world of spreadsheets mastering the art of creating and formatting data for various purposes Making Presentations With Slideshow Software Elevate your communication skills as you learn to create compelling presentations using slideshow software captivating your audience with visually engaging content Staying Safe Online Internet Security Tips Navigate the online landscape securely with essential internet security tips safeguarding your personal information and digital assets Troubleshooting Common Computer Issues Equip yourself with troubleshooting skills to address common computer issues ensuring a smooth

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Hadley,2004-01-01      **Icando Basic Computer Skills** Nancy J. Hadley,2003-01-01      **Basic Computer Skills Made Simple** Sherman,2001 Basic Computer Skills Made Simple provides all necessary computer skills an individual may need and presents them in a straightforward and intelligent way It demystifies computers and is ideal for those wishing to develop their skills and confidence in the subject whilst working at their own pace By using the text the reader will be able to produce a wide range of word processed documents prepare illustrated slides to aid talks store and search for information systematically and gain confidence handling simple numbers or charts They will also learn how to connect to the Internet surf the Web and send and receive emails Requires no technical or in depth computer knowledge Builds confidence in acquiring new computer skills Presents information in a clear and concise manner      Directory of Distance Learning Opportunities Modoc Press, Inc.,2003-02-28 This book provides an overview of current K 12 courses and programs offered in the United States as correspondence study or via such electronic delivery systems as satellite cable or the Internet The Directory includes over 6 000 courses offered by 154 institutions or distance learning consortium members Following an introduction that describes existing practices and delivery methods the Directory offers three indexes Subject Index of Courses Offered by Level Course Level Index Geographic Index All information was supplied by the institutions Entries include current contact information a description of the institution and the courses offered grade level and admission information tuition and fee information enrollment periods delivery information equipment requirements credit and grading information library services and accreditation      **Basic Computer Skills Made Simple** Jackie Sherman,2004      Being an E-learner in Health and Social Care Julie Santy,Liz Smith,2007-04-12 E learning is a new exciting and increasingly popular way of learning for health and social care professionals both in the pre and post qualification stages However many people are apprehensive about what it involves and whether they will be able to study effectively in this way This book is designed to help students and their tutors to become acquainted with the issues and methods around being an online learner in health and social care It gives practical advice and provides guidance on developing skills and attitudes for successful online learning within health and social care Based on the authors experience of teaching online the book includes numerous tips

and case studies Topics discussed include skills and responsibilities for successful online learning the virtual learning environment and using online resources clinical professional and communication skills online assessment and evaluation Being an E learner in Health and Social Care is essential reading for all students undertaking online courses or continuing professional development in nursing public health social work social care and health psychology *Professional Development of Officers Study: Development periods* Charles W. Bagnal,1985 Professional Development of Officers Study: Development periods and reserve components United States. Department of the Army. Professional Development of Officers Study Group,1985 **Basic Computing Concepts** Lilian Ukadike,2014 Makes Learning to use the Computer as Easy as ABC with User Friendly Content Materials are presented in simple English that a beginner in computer technology can easily understand Easy to follow step by step format to performing basic computer tasks Helps students build a strong foundation in developmental technology Detailed Graphic Illustrations Graphics are labeled with sufficient details that allow students to quickly grasp the subject matter Graphic labels contain interactive instructions to facilitate hands on practice on the computer End of Chapter Questions Varieties of multiple choice questions true false matching and short answer questions assess students understanding of chapter materials The questions help students to master basic computer concepts and are able to identify key terms within each chapter Answer key to end of chapter questions Appendix Contains a list of shortcut keys on how to quickly perform basic computer tasks Also serves as a quick reference guide for program commands Glossary Provides a detailed list of all key terms covered in the book complete with definitions Serves as a quick reference to basic computer term and definitions **Basic Computer Skills** Anton Du Toit,2005 **Teach Yourself Basic Computer Skills Windows Vista Edition** Moira Stephen,2008 The perfect jargon free introduction to the basic applications you want to use on your computer updated to include Windows Vista Office 2007 and Internet Explorer **Computing Fundamentals** Faithe Wempen,Rosemary Hattersley,Richard Millett (Training development manager),2015 **Basic Computer Skills** Mr. Rohit Manglik,2024-02-02 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels **Basic Computer Skills Made Simple XP Version** Jackie Sherman,2003-10-28 Basic Computer Skills Made Simple XP Version presents all the necessary computer skills an individual may need in a straightforward and intelligent way It demystifies computers and is ideal for those wishing to develop their skills and confidence in the subject whilst working at their own pace By using the text the reader will be able to produce a wide range of word processed documents prepare illustrated slides to aid talks store and search for information systematically and gain confidence handling simple numbers or charts They will also learn how to connect to the Internet surf the Web and send and receive emails Basic Computer Knowledge John Maluth,2021-09-20 Basic Computer Knowledge is a basic computer guidebook on

what computers are how they work and how to use them It teaches you how to work with Windows XP 7 8 and Windows 10 It will guide you on how to use Microsoft Word Microsoft PowerPoint and Microsoft Paint It explains in detail how to write academic papers academically Whether you are a student a banker a salesperson a teacher a writer or none of these you need to know some basic computing skills You can do this with the help of technology itself This book promises to explore Introduction to computers and how they work Microsoft Windows editions and their different functions Different computational tasks you can perform without a degree The learning by doing as if you are in a physical classroom Computing best practices and online safety for you and your loved ones Technology has changed our world positively In whatever you do you need these core IT skills either for personal or professional reasons The fact is that our world has changed and modern technology applies to every aspect of life

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